

June 24, 2004

WEST VIRGINIA BULLETIN NO: WV 180-4-2

SUBJECT: CPA-NRCS-CPA-1, Employee Report of Farming Interests

Purpose: To provide guidance on the requirement to submit an NRCS-CPA-1 form regarding employee farming interests.

Expiration Date: December 31, 2004

ACTION REQUIRED BY: July 23, 2004

The National Food Security Act Manual (NFSAM) Fourth Ed., March, 2003, Part 518.03, requires that NRCS employees submit an NRCS-CPA-1 form to the State Conservationist annually. These forms are used to compile a list of tracts requiring status reviews of NRCS employees who own, operate, or have a 20% or more interest in a tract and receive USDA program benefits. In accordance with the above reference, such tracts of NRCS employees are to have status reviews conducted at least once every three years.

Any employee who owns, operates, or has a 20% or more interest in a tract and receives program benefits is to complete an NRCS-CPA-1 "Employee Report of Farming Interests", located on the Electronic Directives System under NFSAM Manual, Part 518.23. A negative response from employees without farming interests is also requested. A link to a fillable form NRCS-CPA-1 is attached. Complete this form and submit it to Peg Reese at the state office by August 1, 2004.

A composite list will be maintained at the State Office. Each field office will be provided a list of the employees having an interest in land which will require a status review to be completed by that field office.

If you have questions concerning the NRCS-CPA-1 form, please contact, Jim Piper at (304) 284-7543.

/s/ Charlotte Wertz, Acting for

LILLIAN V. WOODS
State Conservationist

Attachment: NRCS-CPA-1
http://policy.nrcs.usda.gov/scripts/lpsiis.dll/M/M_180_518_C_23.pdf

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